



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert	Park Aide (Seasonal)	549-954-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire District	Park Aide (Seasonal)	NA
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Mount San Jacinto State Park	Mount San Jacinto State Park	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		Supervising Ranger
POSITION DESCRIPTION		
<p>Reporting location of this position is Mt. San Jacinto State Park Ranger Station, 25905 Highway 243 Idyllwild, CA 92549. The Park Aide will work under the general supervision of the Supervising Ranger, Operational Liaison, and the leadership of the Office Technician. The primary responsibility of the Park Aide is to provide exceptional customer service to the public. The Park Aide may also assist in campground registration, provide visitors with pertinent information, fee collection, accountability, attendance documentation, traffic control, reservations, answering telephones, operating 2-way radios and housekeeping duties. This position will assist in all fiscal matters pertaining to revenue generated at the Mt. San Jacinto State Park, and monitor two campgrounds (Idyllwild and Stone Creek). The Park Aide will perform the routine duties dressed in a full California State Parks uniform and adhere to the grooming standards of the Department. The uniform will be purchased by the Park Aide and will be clean and in good condition at the start of each workday.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
70% Visitor Services	The Park Aide will perform routine public contact work which includes but is not limited to: Answering questions from the public, referring problems, special requests, and unanswered questions to the Duty Ranger, explaining rules and regulations, answering telephones, making daily campground checks, collecting use fees, checking in campers, managing peak use periods without error or delay, and other duties assigned by the Supervising Ranger or Duty Ranger. The Senior Park Aide will be responsible for selling NHA sales items to the visiting public, monitoring levels of sales items and ensuring adequate inventory is always kept. The Senior Park Aide also provides information to the visiting public about available recreation facilities, activities, and programs. All public contact will be courteous, impartial, and professional.	
25% Maintenance and Housekeeping	The Park Aide will maintain a clean appearance of the Idyllwild Ranger Station, Idyllwild and Stone Creek campgrounds and day use areas, as well as adjoining public restrooms. Housekeeping, refuse disposal, and litter pickup is conducted on schedule and as needed. The grooming of trails within the campgrounds such as cleaning of fire rings, yard maintenance, and fire abatement will also be done on an as needed basis. Routinely inspect, clean, tighten, paint, and maintain all wilderness trail signs. Maintaining of wilderness trails include clearing overgrowth and natural hazards. Electric carts will be maintained and cleaned. State vehicles will be kept clean and maintained.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		



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Work involves moderate exposure to unusual elements such as extreme temperatures (over 100 degrees in the summertime and near freezing in winter months), dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing, walking, bending, and stooping. Must be able to push/pull/lift up to 50 pounds.

SPECIAL REQUIREMENTS:

Must be self-motivated and work well alone as well as with others. Must possess and maintain a valid California driver's license and maintain a good driving record. Must be able to pass a criminal background check.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE